

## Personnel Development Seminars (PDS) e-learning Registration Form

(PLEASE PRINT)

### Instructions

- 1) Fill out the following enrollment form and submit.
- 2) A Username and Password and directions will be issued to you by email.
- 3) Access to online courses and much more for SkillSoft IT users will be, at anytime, anywhere, 24 hours a day, 7 days a week!

\*NOTE: SkillSoft IT users will be on the honor system and will keep their unique username and password private and not give it out to others.

### User Information

Name (printed): \_\_\_\_\_ SS #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Department Name: \_\_\_\_\_ Division Name: \_\_\_\_\_

### Information Technology Path (All online classes) Access Length (Please check one)

#### Technical Online Courses

- ☐ 1,500 courses for 4 months (\$179.00)  
☐ 1,500 courses for 2 months (\$99.00)  
☐ 1 single course for 1 month (\$35.00)

#### Interpersonal Skills Online Courses

- ☐ 10 courses for 4 months (\$179.00)  
☐ 5 courses for 4 months (\$99.00)  
☐ 1 single course for 1 month (\$35.00)

### Please list single courses below

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### Signatures

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit (by Mail) to: Leslie Davenport  
DAS-Human Resources Enterprise  
Personnel Development Seminars  
Grimes State Office Building  
400 East 14<sup>th</sup> Street  
Des Moines, IA 50319

OR Submit (by Fax) to: Personnel Development Seminars  
(515)-242-5152

*For PDS Use Only:*

*Date Activated* \_\_\_\_\_

*Completion Date By* \_\_\_\_\_

*Report Sent* \_\_\_\_\_

*Date Deactivated* \_\_\_\_\_